



## Introduction

- Version: 4.2.0
- Company: Jabsoft (<http://www.jabsoft.com>)
- Sales and Offers: Model Advisor (<http://www.modeladvisor.com>)

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## Financial Advisor












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#### Financial Advisor (Fa)

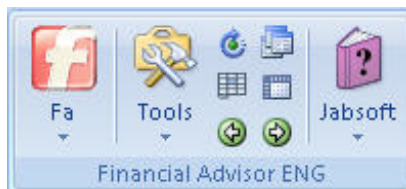
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-  [Manage calculators](#)
  
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## Financial Advisor














### Requirements






#### Financial Advisor (Fa)

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Open Financial Advisor Folder



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Check upgrades / updates



Register Model Assistant Suite



Open Financial Advisor calculators



Show all Financial Advisor Calculators

# Financial

Advisor For Excel

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## Manage Calculators



### Observation:

If you use **Windows Vista** , it will be necessary to activate some permissions.

This video will teach you how to configure some permission to make this tool work out correctly.

w\_vista\_demo.htm

"This tool allows you to copy calculators into another book.

In the example below, I explain how this tool works.

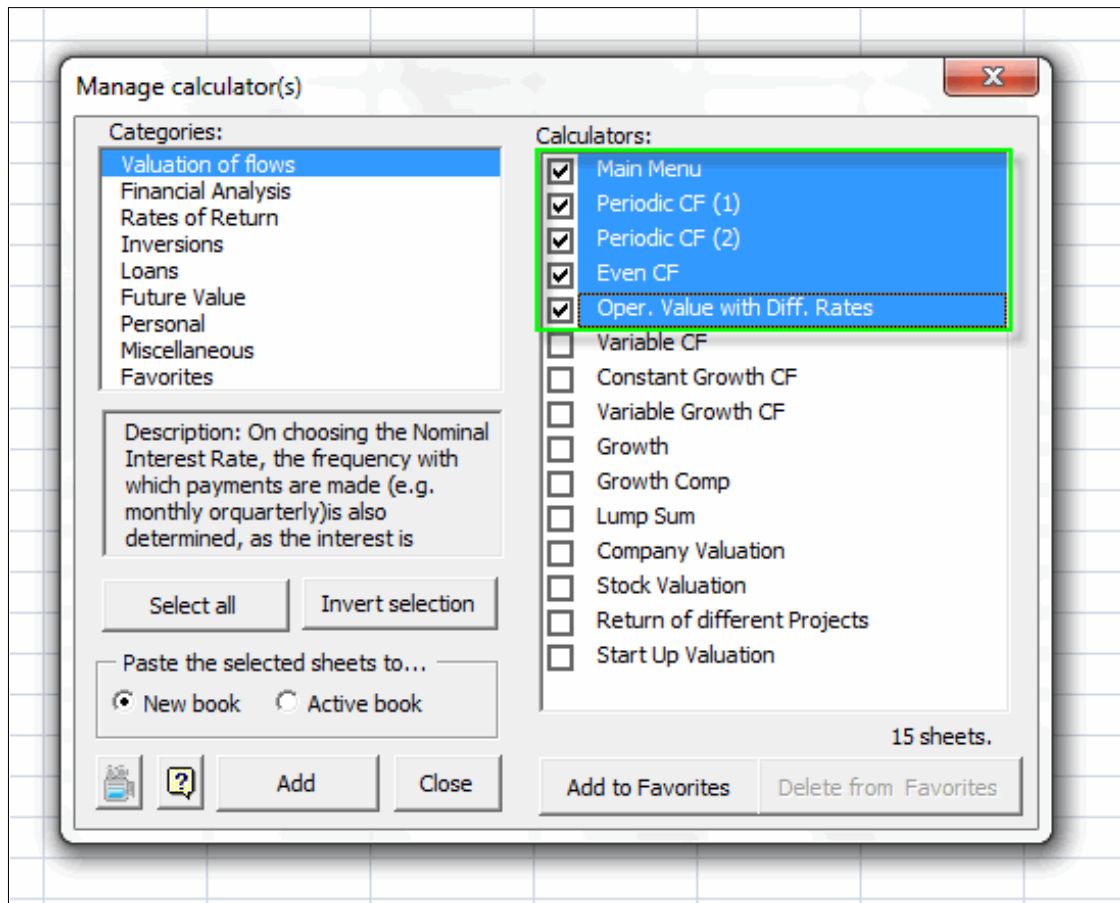
After you click the toolbar in the correct option,  
the "copy calculators" dialog box appears.

Then choose the category: "Valuation of flows " and select 5 calculators.

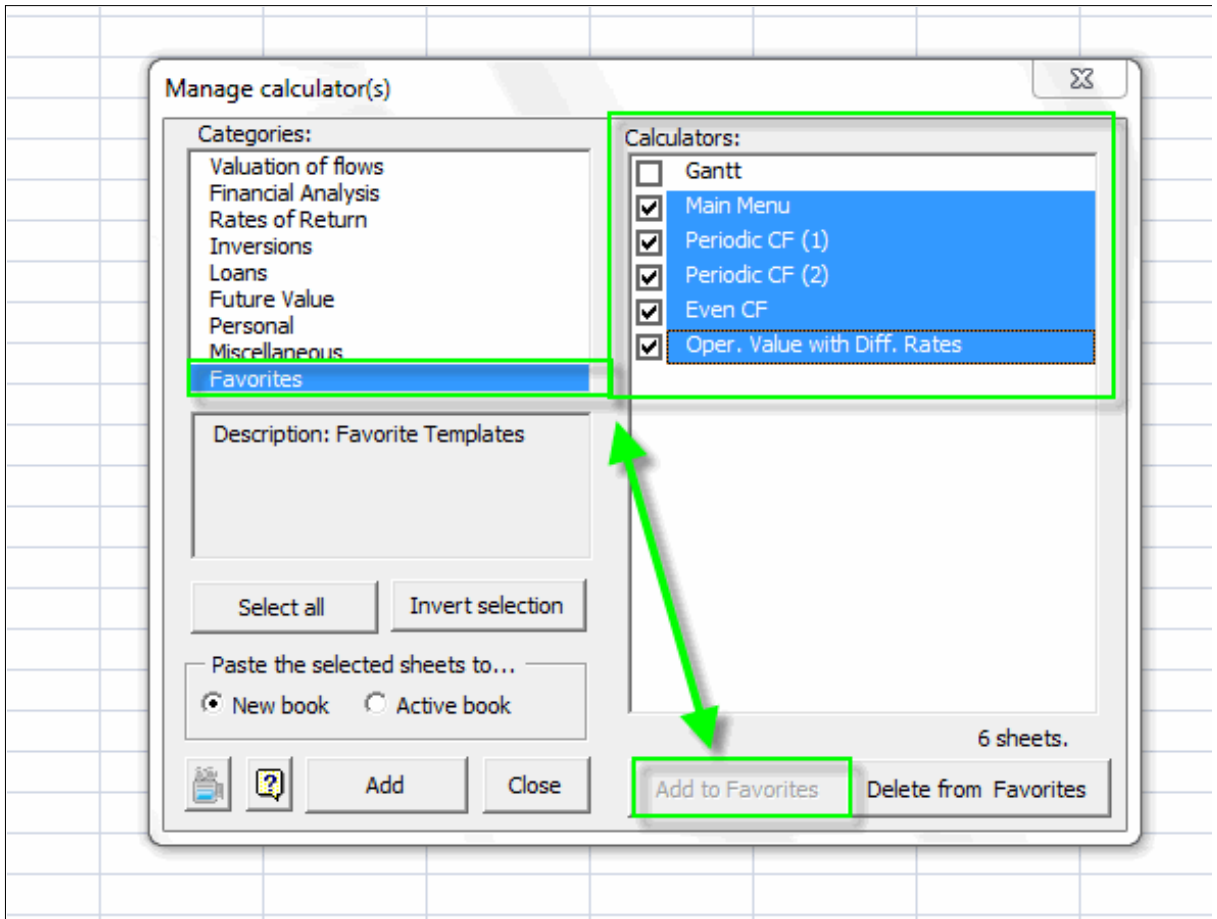
Then you should select the paste option in the active book or into a new book.

Finally click the copy button."

Selected calculators from the "Valuation of flows " category.



Take a look at the bottom option, the "Add to favorites" button that adds the selected calculators to this collection and that will also be available from the dialog box "My favorites".



After you click the "Add Favorites" button, the selected calculators were added to the collection.



## **Rotate through open**



Do you work with several open workbooks at the same time?

We provide you with a simple but powerful tool enabling you to browse through all open workbooks in the simplest possible way.

Just click the Rotate through open workbooks button.



## Previous sheet & Next



Do you work with workbooks with so many sheets that moving from one to the other gives you the hardest time?

We have the tools that will make this task easy:



**Previous sheet:** Takes you back to the previous worksheet.



**Next sheet:** Takes you to the next worksheet.  
All with just a click.



## Freeze | divide



### Freeze panes

We sometimes work with models whose information does not fit in the screen. And we may get lost as we navigate throughout the spreadsheet as the headings of our model would no longer be visible.

### Divide panes

There may be portions of our worksheet we wish to view at all times. If so, separate those sections as locked portions of data that can be manipulated. This tool can help us in the process of creating, navigating through, editing excessively long models and keeping an eye on them.

Follow these steps:

1st click - Freeze Panes

2nd click - Divide Panes

3rd click – Undo Freeze / Divide Panes

	A	B	C	D	E
1					
2					
3					
4					
5					
6					
7					
8					

	A	B	C	D	E
1					
2					
3					
4					
5					
6					
7					
8					



## **Hide / unhide the rows / columns**



This tool hide / unhide the rows / columns headers



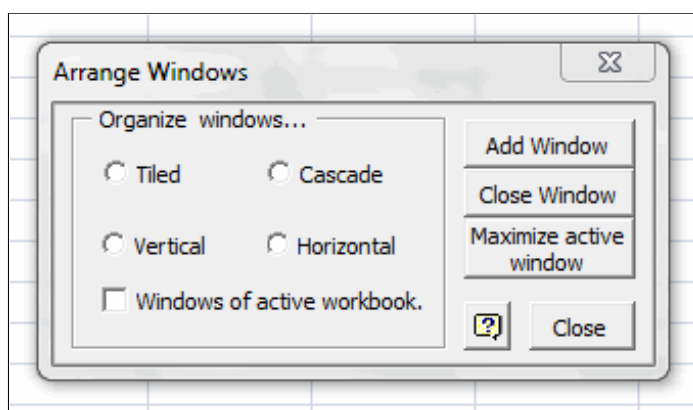
## Arrange



Do you wish to browse several workbooks at the same time?  
Or better yet: do you want to check different parts of a workbook at the same time?

We have created a useful tool that will allow you to sort and display all open workbooks on the screen; furthermore, you can view different areas of a workbook.

Just select the option Arrange windows and setup the tool as required. Your workbook(s) shall arrange immediately.





My favorites



Do you need to manage many folders, workbooks and worksheets in one place? Use this powerful tool to select and manage them all.

Observation:

If you use **Windows Vista** , it will be necessary to activate some permissions.

This video will teach you how to configure some permission to make this tool work out correctly.

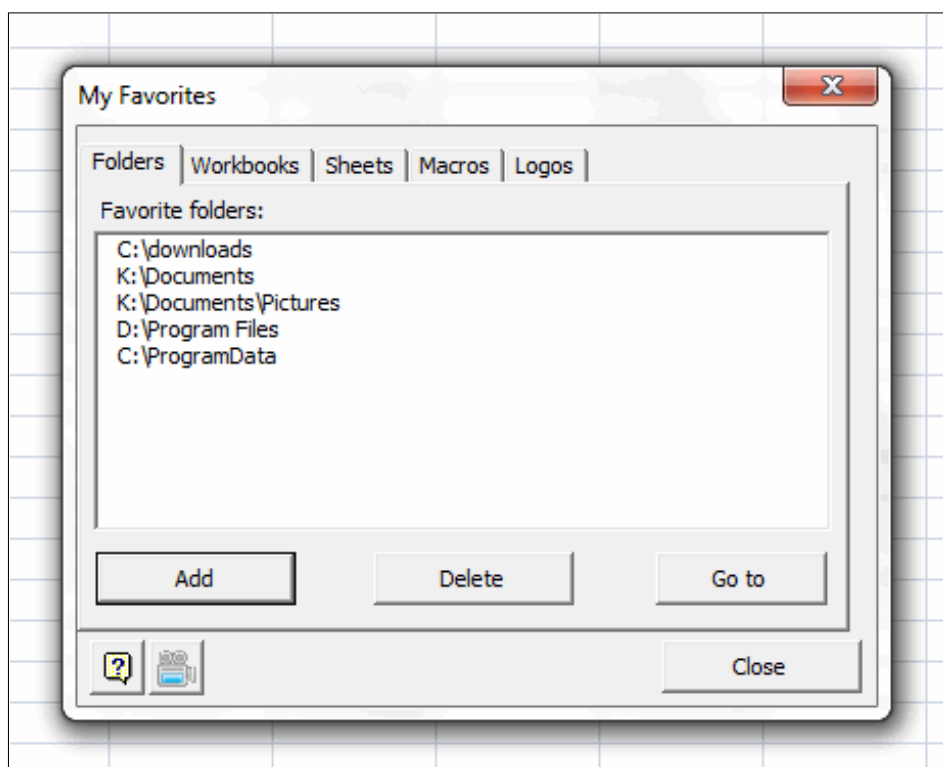
w\_vista\_demo.htm

## Folders

This utility will allow create a list with our directories most visited, to access quick and easily.

It works so:

- 1.- Press the '**Add**' button to add a directory to the favorite directories list.
- 2.- Press the '**Delete**' button to erase a directory of the favorite directories list.
- 3.- Press the '**Go to**' button to open the selected directory with the Window's Explorer.



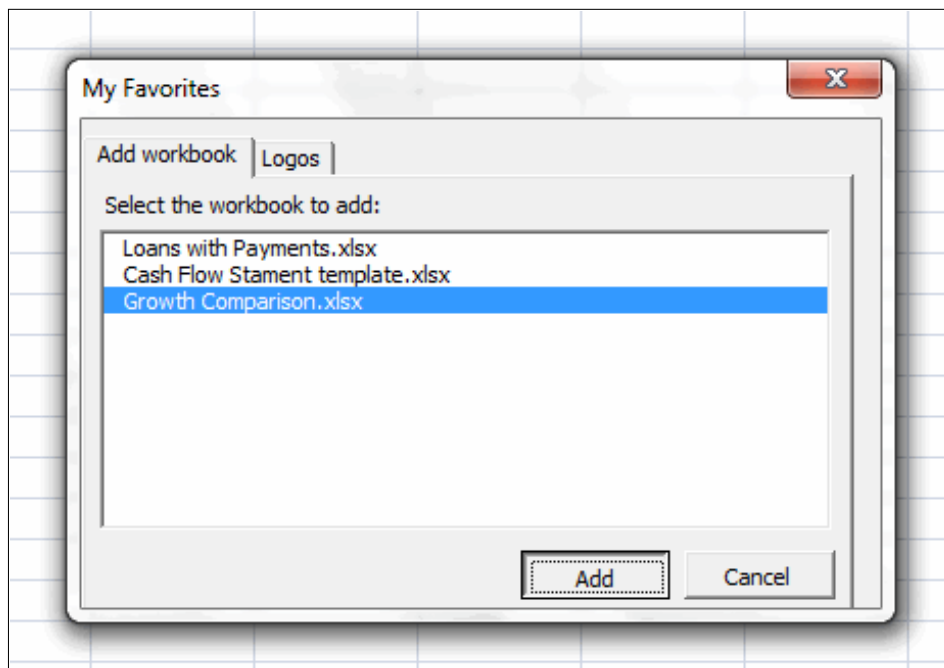
## Workbooks

This tool allows you to store a list of most frequently used workbooks. It's a kind of direct access.

Think of the following situation:

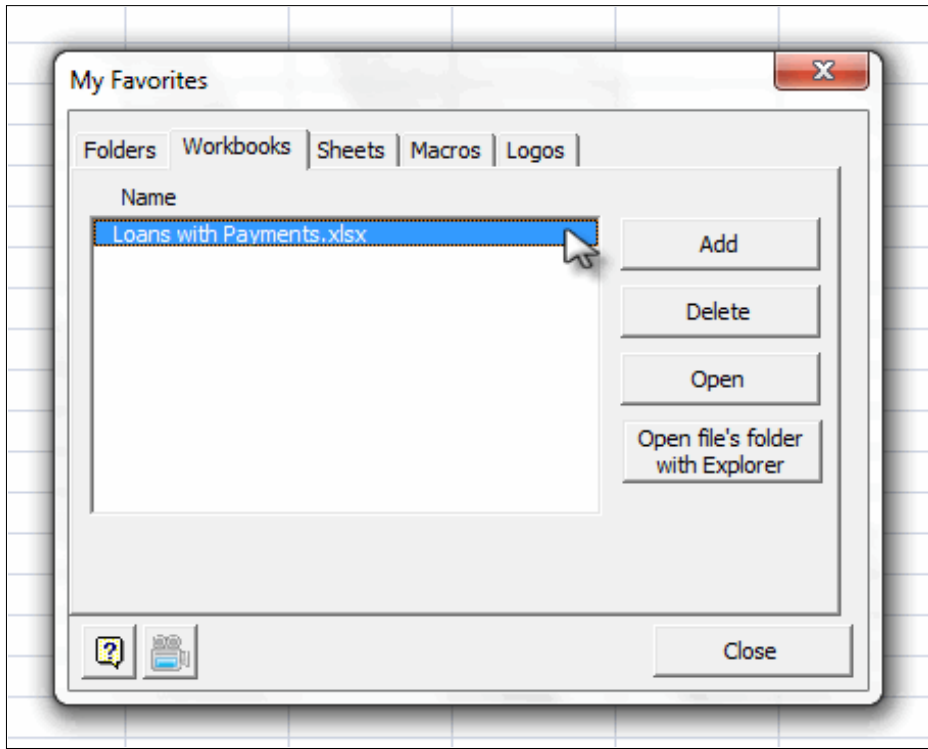
You have to check, say, three workbooks (or more, for that matter) on a daily basis. This means you have to first go to the folders containing them to access each. With My Favorites you no longer will have to do that. Just do as follows:

1. With all opened relevant books, click **My Favorites > Workbooks** .
2. Click the **Add** button



3. Select the workbooks you want to include in your list of favorites. Click **Add** .

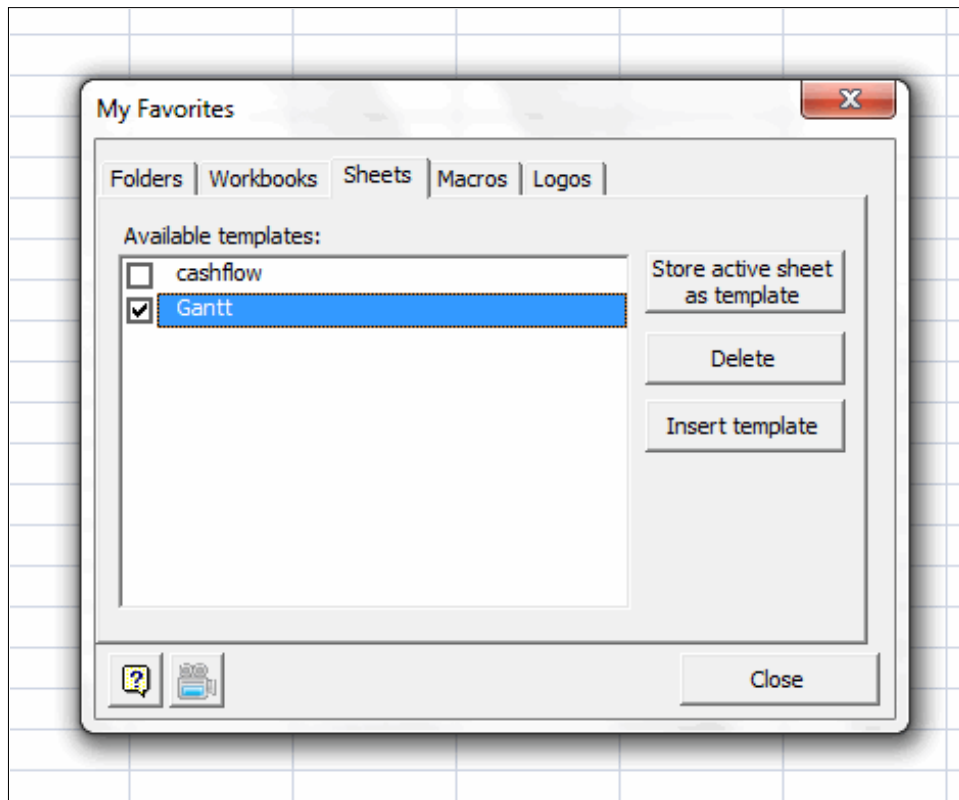
That would be it.



The next time you want to open that workbook, just click the **My Favorites** button and you will be able to access your most frequently used workbooks from this dialog.

In addition, you can delete any workbook from the list and open the folder the selected workbook is in.

## Sheets



If you constantly use certain templates and need to open several books to copy the templates onto several workbooks, this is the tool you need.

**Favorite templates** saves the templates you wish in one single place and allows you to easily access them. Options include:

- **Store active sheet as template** : First select the desired template by checking the corresponding checkbox, then click this button.
- **Delete** : Clears the selected template from your list of favorites.
- **Insert template** : To copy a template (already stored) onto the active workbook

## Macros

In certain occasions we see ourselves in the necessity to have a macro to realize some repeated and automatic tasks. Sometimes we use the "grabadora de macros" to generate them and then we modify to our convenience.

Finally we finish to lose those macros or we just don't know in what book we saved it the last time.

The Favorite Macros tool was made to keep and to arrange our most used macros when we want. We keep it in the "bloc de notas" in an organized way to facilitate the use.

This tool has a complete panel control to edit, to copy and to export macros.

Click on Edit Button... To edit an existing macro.

Click on New Button... To add a macro to a macro list.

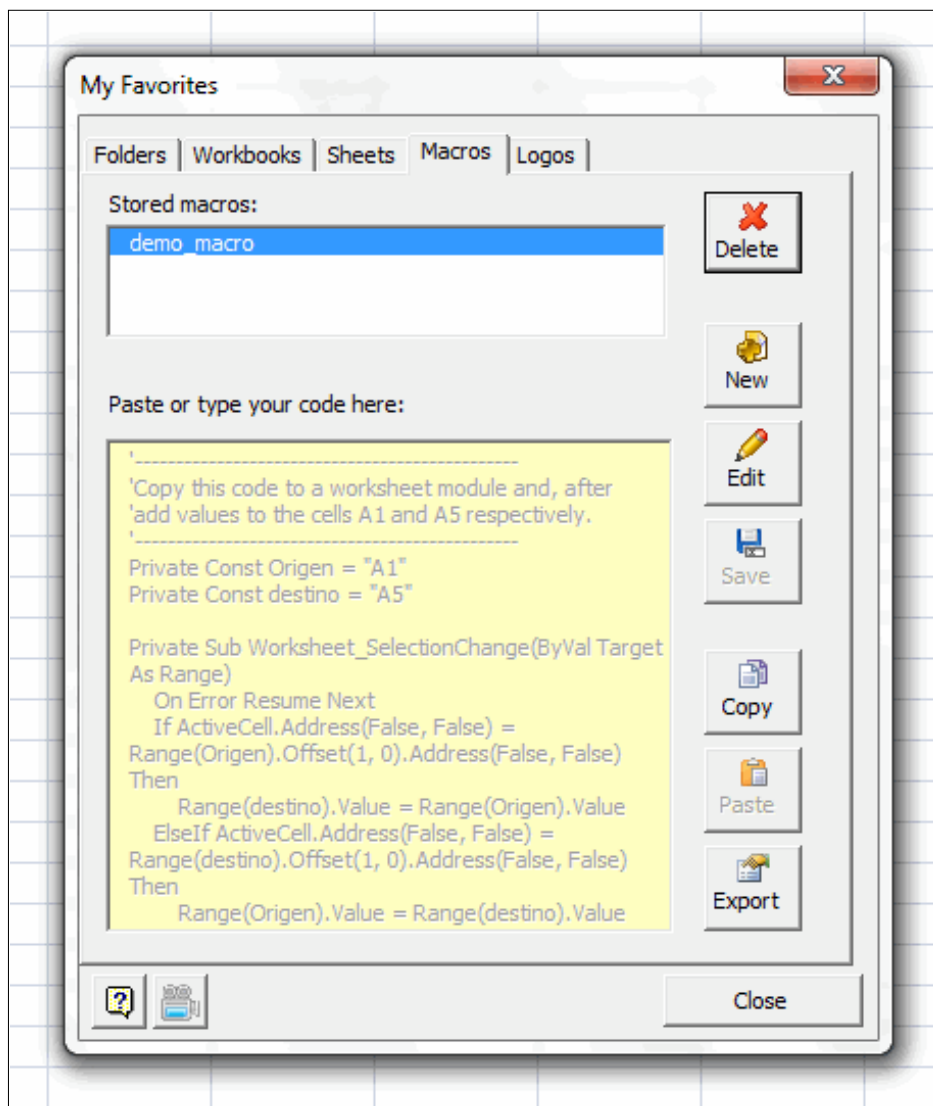
Click on Save Button... to save a new macro or save the changes of a modified macro.

Click on Delete button... to eliminate a macro from the list.

Click on Copy button to copy a macro to memory (then you can paste in any place)

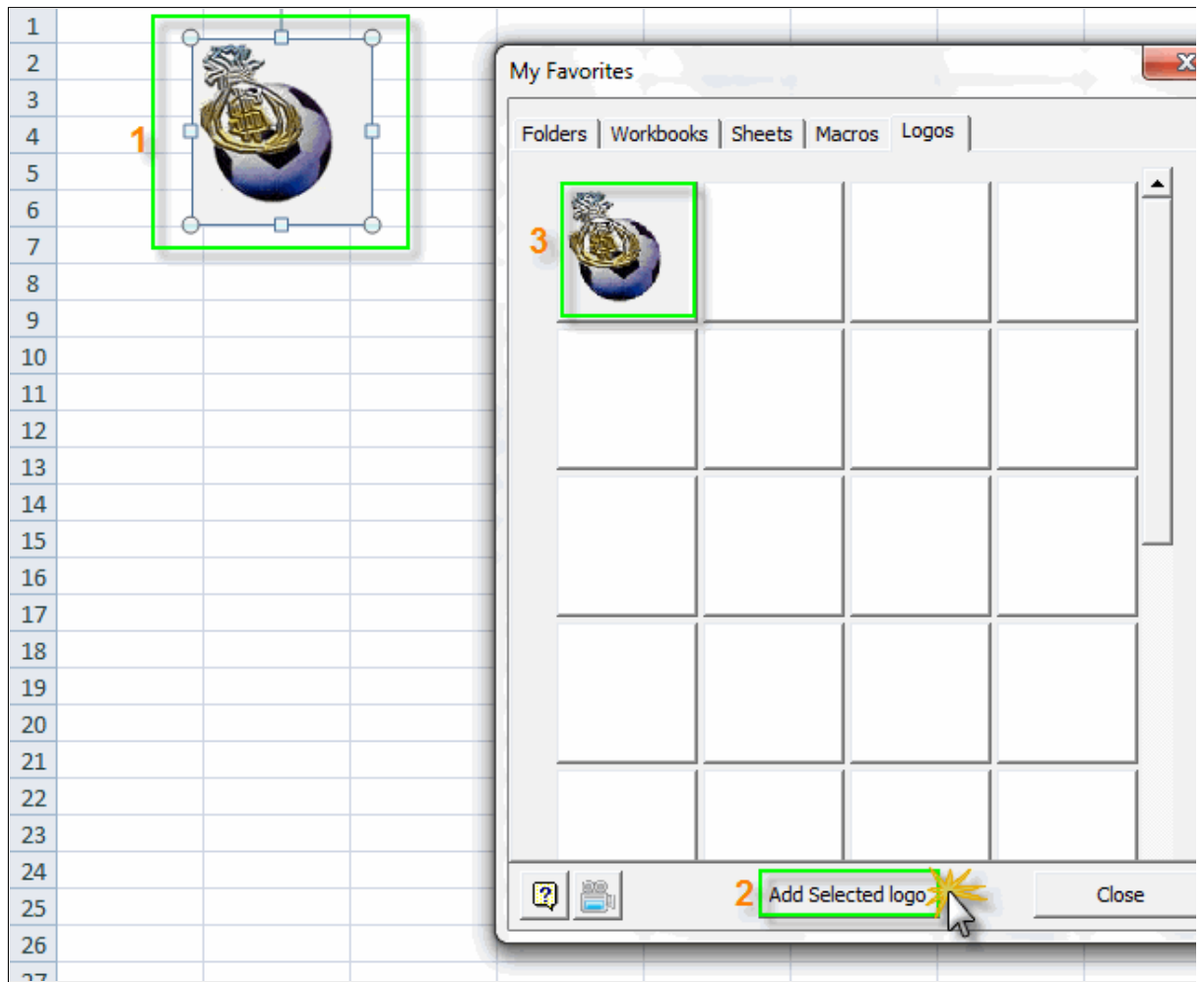
Click on the Export Button... to save the selected macro in a "bloc de notas"

Suppose that you have saved many macros with this tool and then you want to use the macros in another PC, Simply use the path you used to install Excel Model Builder and then copy "My Macros" file in the other PC. My Macros file is where the macros is saved.



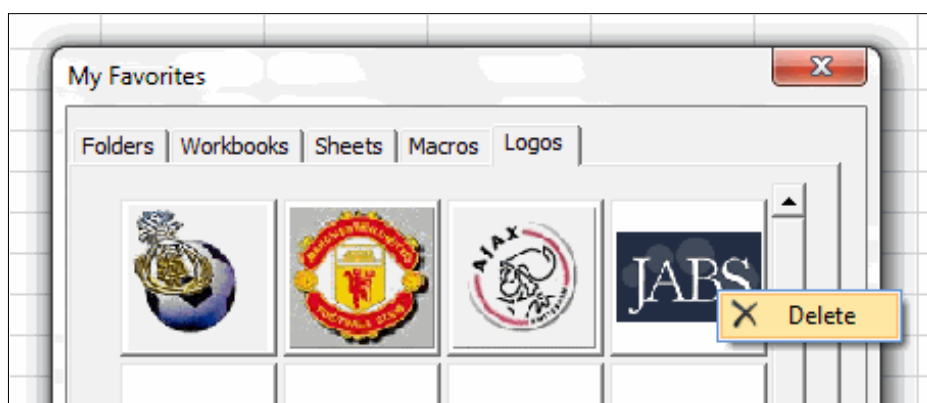
### Logos

- 1.- Select an image of your worksheet.
- 2.- Press the **Add** button.
- 3.- The image will be saved in My Favorite **Logos** .



To delete an image:

- 1.- Do right click on the image.
- 2.- Click the **Delete** option of the popup menu.



**Note:** You can insert max. 64 images.



## Sheets



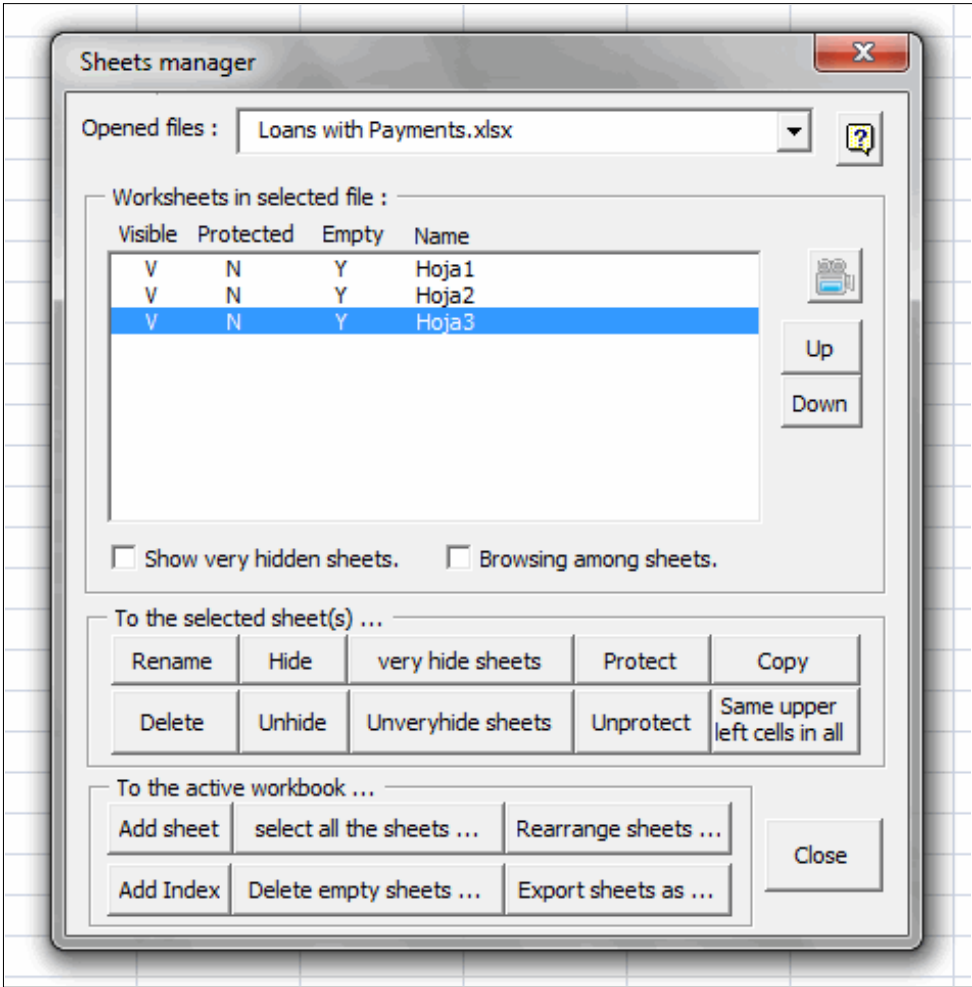
Your workbooks have so many sheets you find it hard to manage them?

Use **Sheet Manager** –a comprehensive tool that will make any worksheet management task easier to you.

**Sheets manager** show a relation of all the sheets of your workbook, including hidden and the very hidden sheets, too describes the other properties to each one of them. Thus you can quickly note which are protected with password or which are hidden.

**Sheets manager** helps you, of simple way, with the following actions:

- Export the selected sheets...
- Hide sheets.
- Unhide sheets
- To make the sheets very hidden
- To show to the very hidden sheets
- To protect sheets
- Unprotect sheets
- Rearrange sheets
- Delete all the empty sheets
- Generate a Index of all the existing sheets.
- Navigation between the sheets
- Add sheets
- Rename sheets
- Delete sheets.



[Export sheets as...](#)



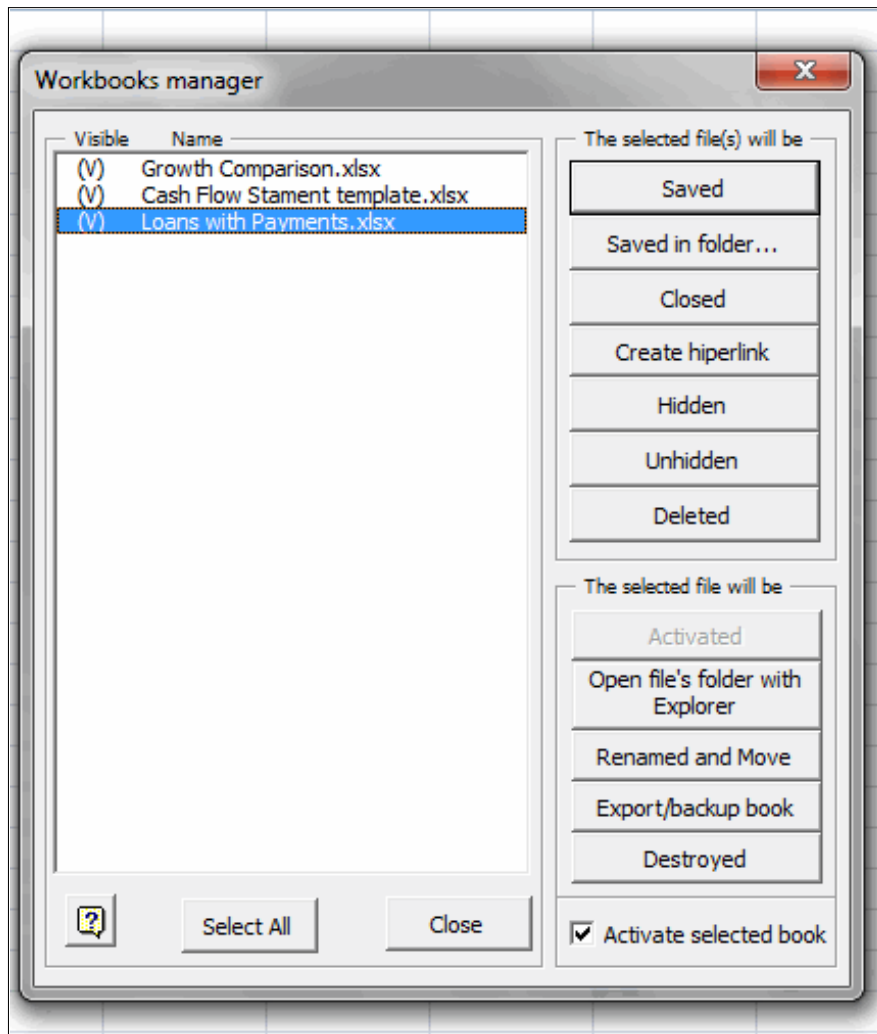
## Workbooks



Managing your open workbooks is made easy with the **Workbook manager** tool.

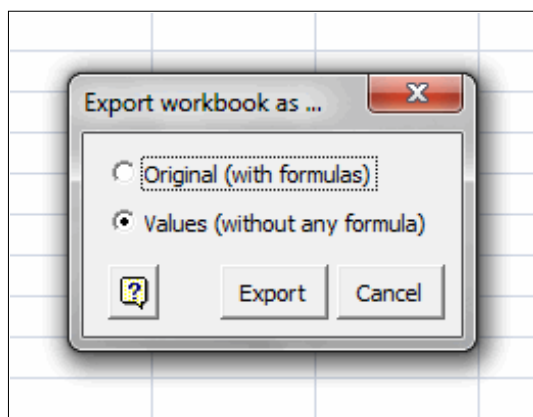
With this tool you can:

- List all open workbooks, even the hidden ones.
- Save workbooks.
- Save workbooks in other folders.
- Close workbooks.
- Create a hyperlink to another workbook.
- Hide workbooks.
- Show (unhide) workbooks.
- Delete workbooks.
- Activate workbooks.
- Open the folder a workbook is in.
- Rename workbooks and move them to another folder.
- Export workbooks as backups.
- Destroy workbooks (without the possibility to restore - assets and damage control may be required)
- Navigate through workbooks.



### Export / backup workbook

With this tool you can backup your workbooks either by making an exact copy of the original or by converting all formulas in your workbook into values.





## Version



With this tool you will be able to check the progress of your projects.

The accomplishment of a project usually means to work with the same workbook(s) for several days.

It would be ideal to add (hidden) commentaries of significant occurrences, drawbacks, and/or pending tasks as your project makes progress.

This tool do this –and more. You may save and edit in a very hidden sheet the information corresponding to the progress of your projects. An you may review all that saved information.

In addition, you have the option to customize the template to suit your needs.

Version manager

Number : 1.00

Author : JABS

Date : oct 24, 09

Time : 13:37 PM

File name : Loans with Payments

Released to :

On : oct 24, 09

Comments :

Workbook given to V. Moore. Lack confirm the data of John Smith

Browse versions

<< < > >>

New Edit Save customize template

Show sheet with report.

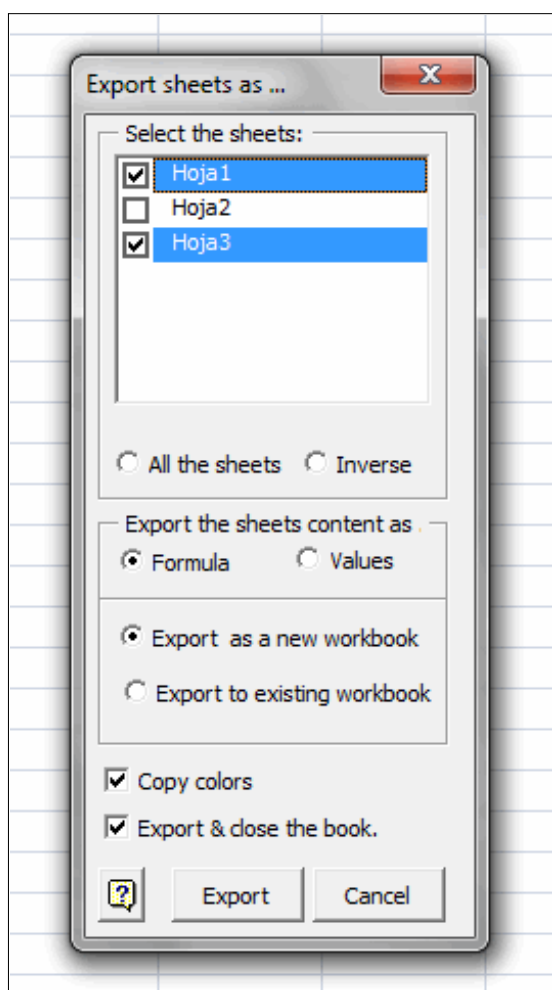
Close

## Export sheets

Export worksheets to a different new or existent book with this tool, either as formulas or values. You may copy them with colors, as required.

You may export all sheets listed or only selected ones.

If you want to export them all, select the **All the sheets** option button to speed things up.





## **Protect**

This tool Protect / Unprotect, the selected sheets.



## Easy

This tool makes printing and previewing Areas, Charts, Views easier.

### Accessing the tool

Access the  button from the **Financial Advisor** toolbar. It to show the dialog below:

### Sheet tab

Choose page mode by selecting either **Portrait** or **Landscape**. Choose **Selection in active sheet** to print a selection, i.e. range or chart with the corresponding Preview, you can choose the number of copies to be printed, and select the printer from a list of available printers.

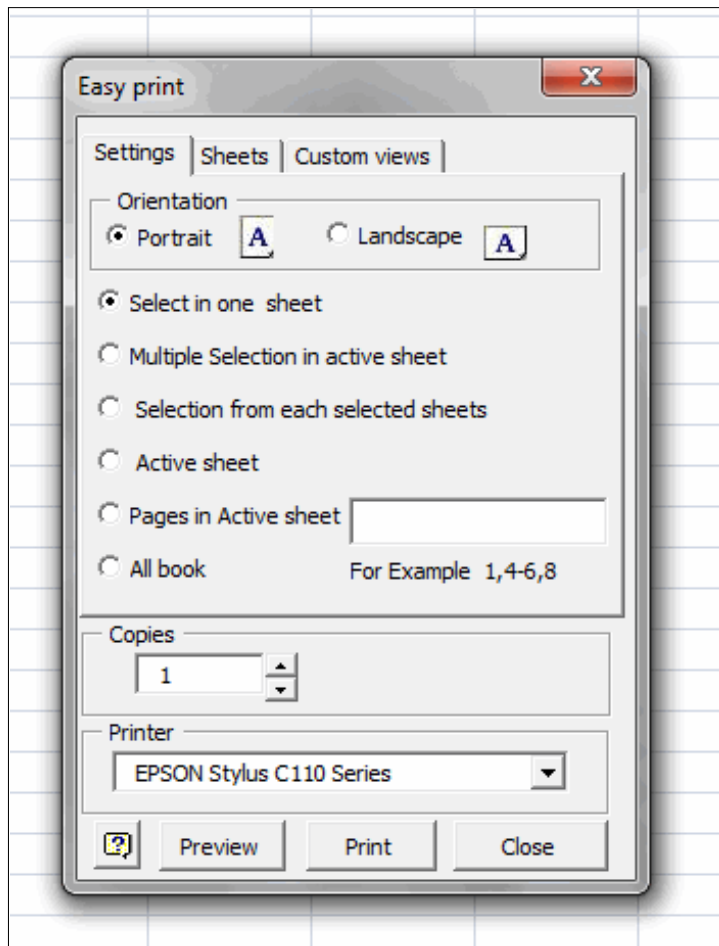
Choose **Multiple selection in active sheet** to print areas or several selected ranges or an embedded chart in the sheet. Selected ranges may be located in different parts of your worksheet, but this tool will sort them all automatically one under the other.

Choose **Active sheet** to print the active sheet, whether a chart sheet or a work sheet.

If you choose **Pages in Active Sheet** the text box will be enabled. Enter the page numbers of sheets to be printed, separated by commas and hyphens.

Minimum allowable value is ONE (1) so the tool won't let you enter ZERO (0), for example. ONE (1) is the first page. The same will apply if you try to enter a value greater than the page number of the last available.

Choose **All book** to print the whole book, including chart- and worksheets.

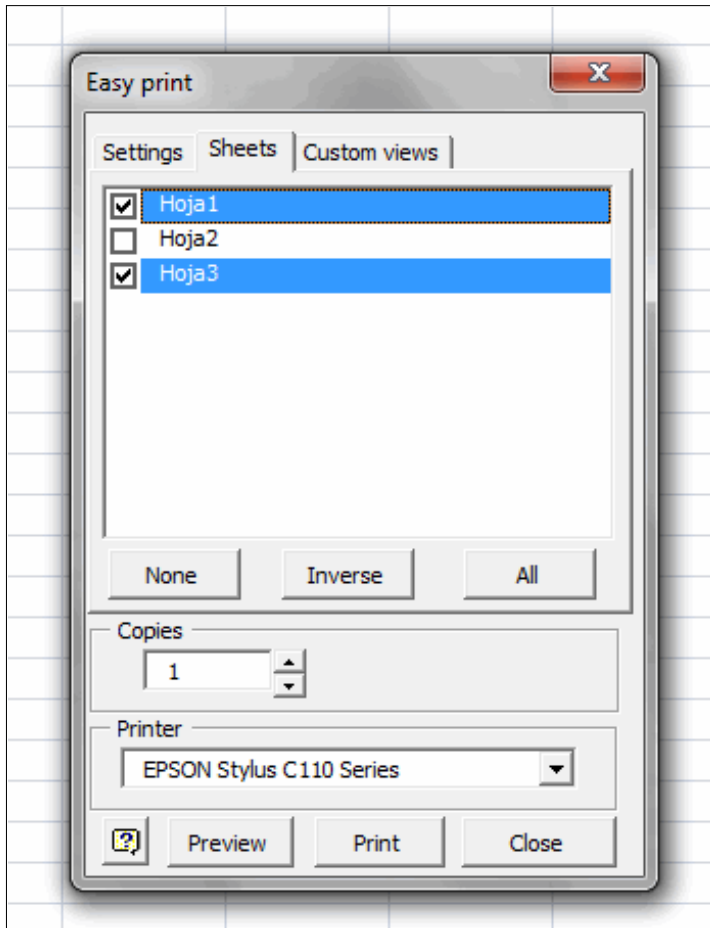


#### Worksheet tab

Choose page mode, either **Portrait** or **Landscape**.

Then click on the **Worksheet** tab, select the sheets to be printed. Do not leave this tab while printing.

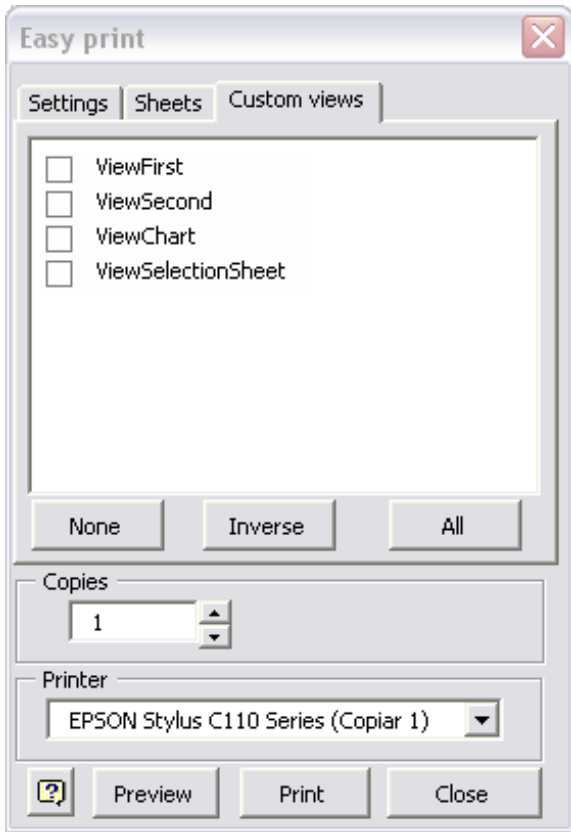
The same applies to **Preview**.



#### Custom views tab

Choose page mode, either **Portrait** or **Landscape**.

Then click on the **Custom views** tab, select the views to be printed. Do not leave this tab while printing.





## Toggle



We often lose valuable time doing repetitive tasks -if, for example, we want to hide the headings in several sheets of the Workbook, we will have to do it one at a time.

This powerful tool has been created to do away with such loss of time.

Advantages include:

### Same upper -left cell in all

Let's say you are working in a workbook with 50 sheets and you wish to view the value in the R200 cell of each. It would be a dreary task having to navigate through all worksheets and locate that specific cell in them all, wouldn't it?

With this tool, this would be as simple as:

1. Locate yourself in any worksheet and select the cell to be checked.
2. Press the Same upper -left cells in all button.

That's it. You will view that cell in all worksheets; the selected cell will be viewed the left upper corner.

As simple as 1-2!

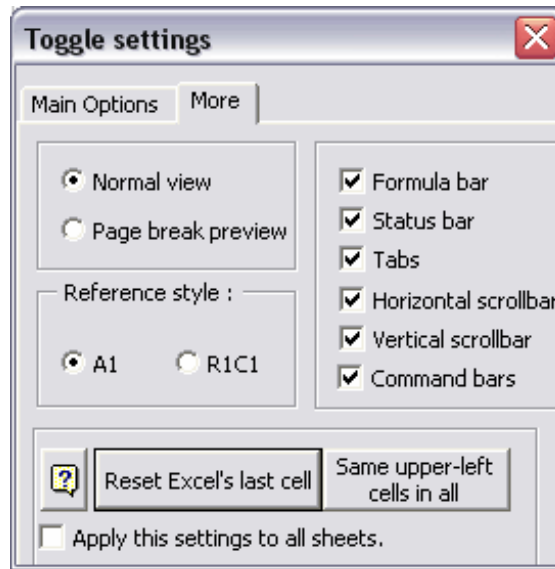
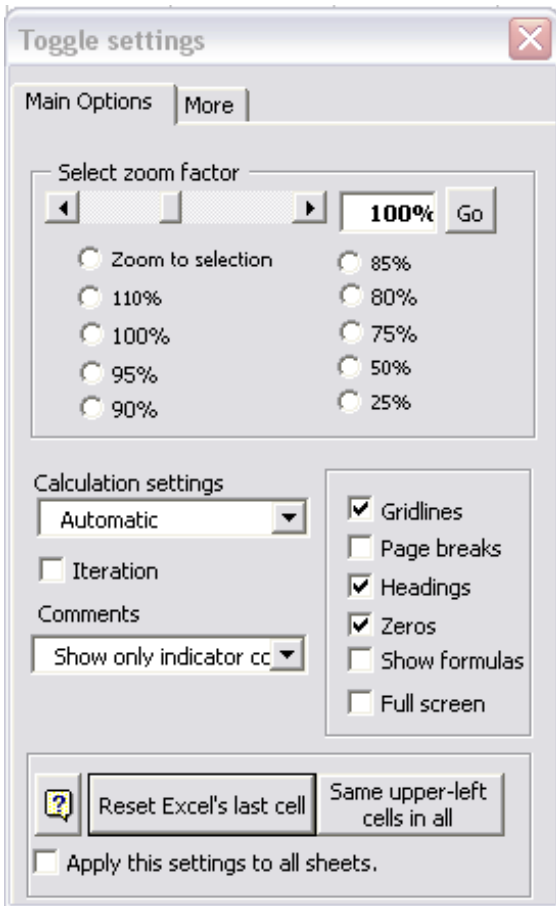
### Reset Excel's last cells

This utility allows you to save only the part of each worksheet in use, meaning the section containing actual data or formatting.

It may happen that the last cell of a worksheet is beyond the range of your actual used data. This issue may cause you to have a larger file size than necessary, you may experience other unusual behavior.

Clear the excess rows and columns with Reset Excel's last cell and solve these issues.

And many configuration options more. Use this tool as best suits your convenience it's super-intuitive.



## Quick

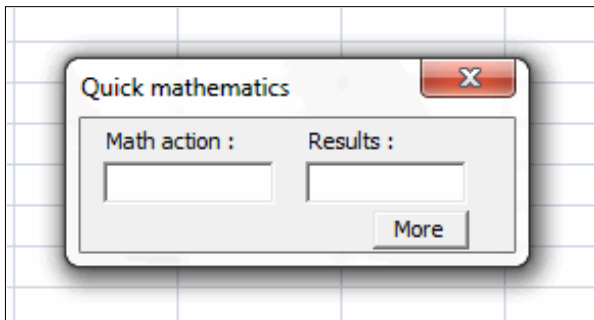


Can you imagine how useful it would be to have a dialogue box that would allow you to perform on the spot calculations?

In other words, to be able to perform calculations using the values of certain cells within a dialogue box. This way you would not have to waste time performing calculations in the worksheet and then have to erase them.

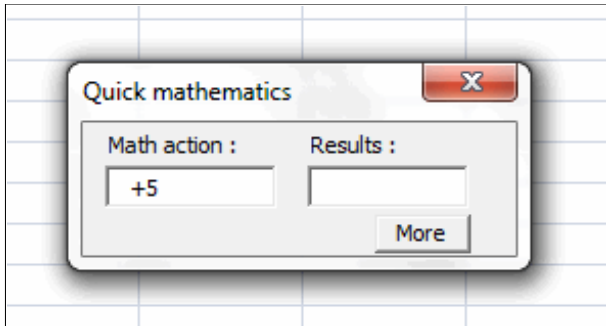
To achieve this, follow my instructions:

After you click on the respective button in the tools bar, the following dialogue box will appear:

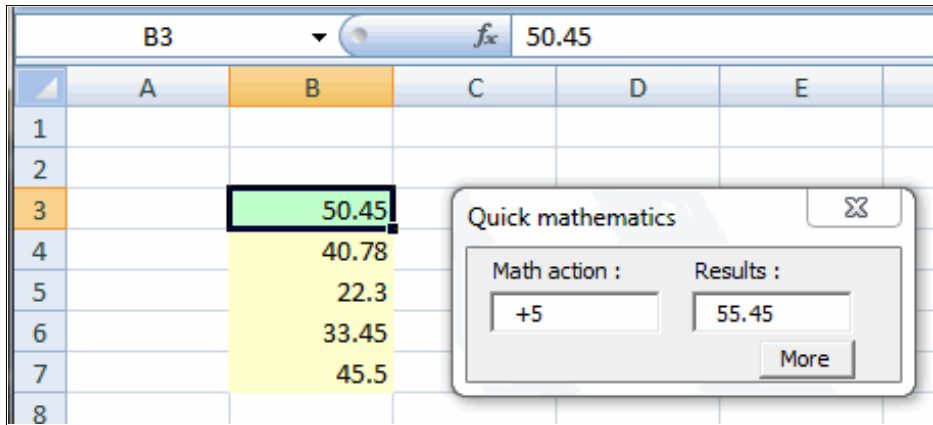


In the space labeled Math action, we must enter the symbol representing the arithmetical calculation we are planning on doing; then we enter the value we wish to use.

Something like this:

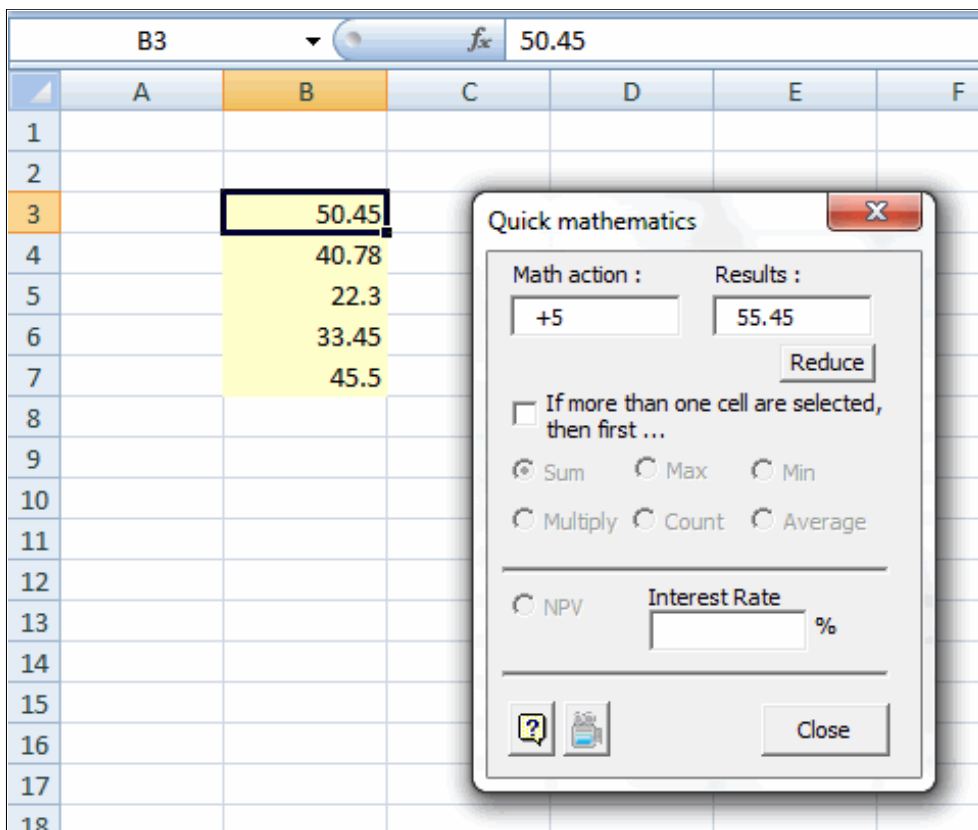


Then, we start scrolling through the cells we are interested in. Note that the results of the calculations will be displayed in the area labeled Results.

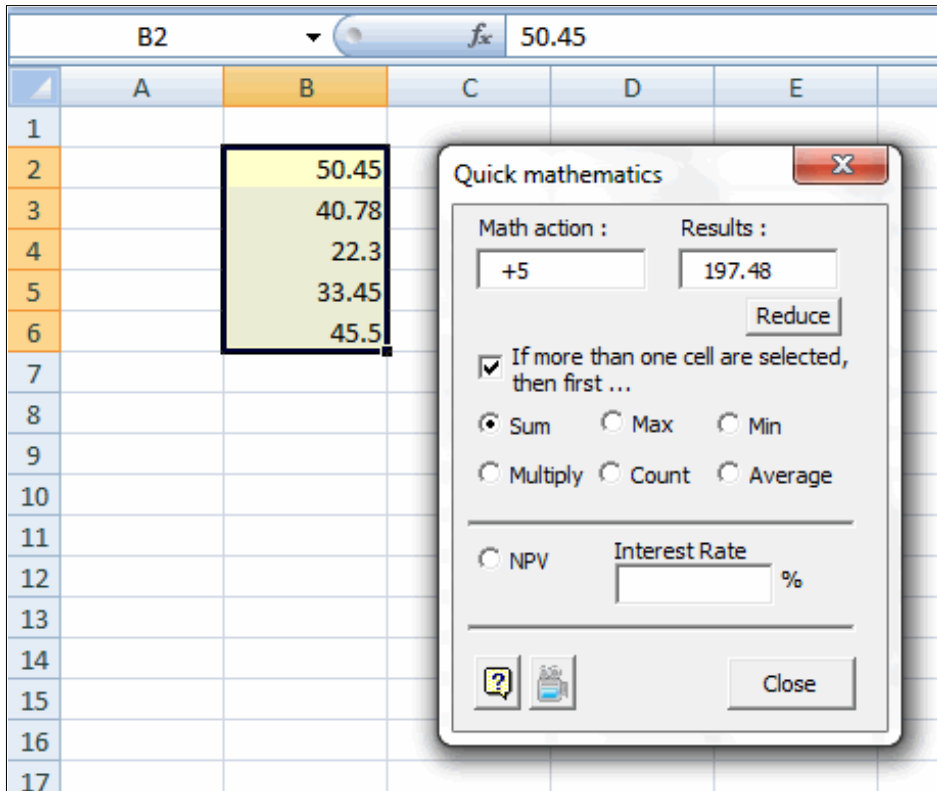


If we add + 5 to the value of the active cell, we would have 55.45. That is what the tool does: it performs quick calculations.

Let us go on. Notice that the dialogue box has a button labeled Enlarge. Click on it, and the dialogue box will change its size.



If you "check" the space marked with red, several mathematical options will be activated. They will allow you to work with cell ranges. See the figure below.



What has happened here is as follows:

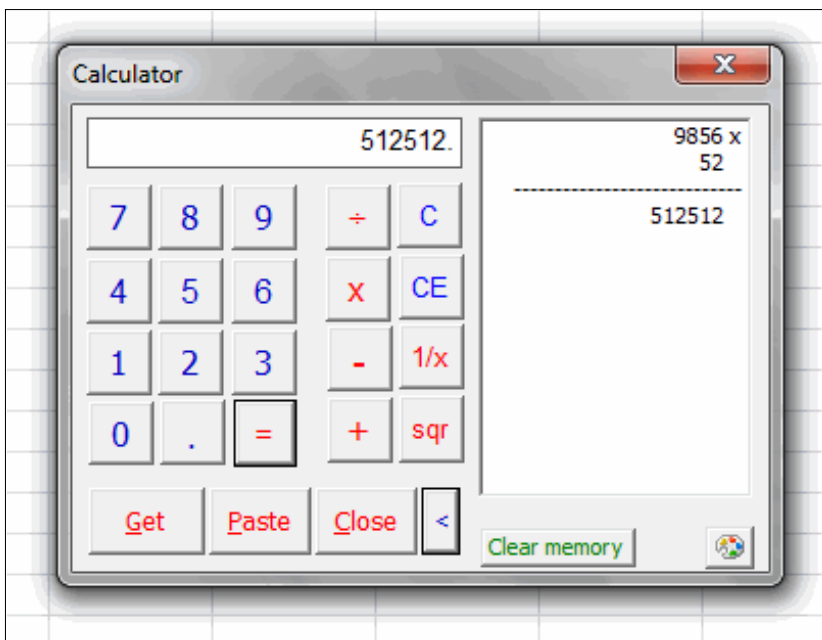
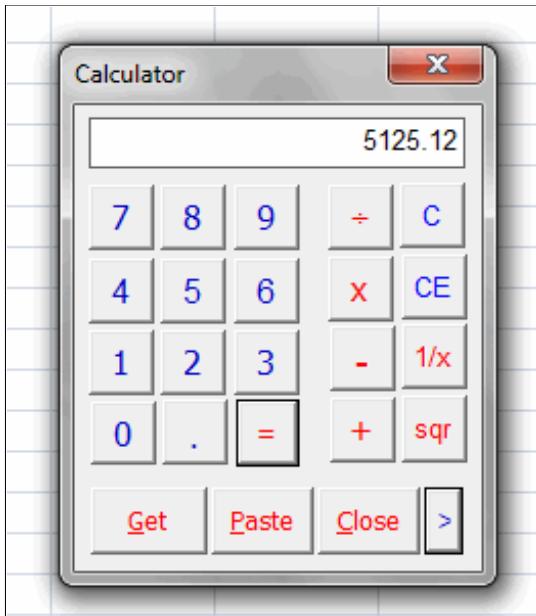
1.- The selected range was added; and then, + 5 was added to that sum. The total would be 197.48.

Think of the great things you could do with this tool.

### Arithmetical



This useful arithmetical calculator, in addition to performing the most common calculations, makes it possible for us to copy data from a cell in the active sheet, and to paste the results of the calculation in an active sheet's cell. In addition to this, the results of the series of tasks can be seen on a side list. Accordingly, we can be ascertained of having entered the correct data.







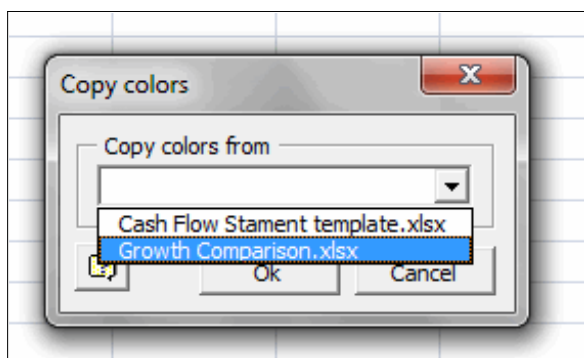
## Copy Color From Another

You can copy the customized colors from another open book.

### Applying the tool

Access this button from the **Financial Advisor for Excel** select **Tools.** /  Copy colors from ...

Then select the wished book in the window that appears:





## Requirements

- MS Windows 98 or more
- MS Excel 2000 or more

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### **Do you need more help?**

- If you need help address to our HelpDesk (<http://www.jabsoft.net/helpdesk>)
- If you have comments or suggestions about Financial Advisor for Excel add-in, please contact us at: [support@jabsoft.com](mailto:support@jabsoft.com)

#### **Our postal address is:**

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Lima 18  
Perú

- Developer website: Jabsoft (<http://www.jabsoft.com>)
- Sales website: Model Advisor (<http://www.modeladvisor.com>)

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